

# MARQUETTE UNIVERSITY

Division of Student Affairs  
Office of Residence Life

## Resident Assistant Selection Reference Form

**FOR THE CANDIDATE (optional):** I hereby waive my right to inspect and review the reference form. I understand that this form will only be used in the Resident Assistant Selection Process.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ is interested in a position as a Resident Assistant with the Office of Residence Life. This reference form is designed to help us determine whether the candidate has the qualities and experiences that will enable him/her to become a successful Resident Assistant. Applicants are selected on the basis of their concern for and ability to relate to others, sense of responsibility, leadership experience, and overall maturity. Specific qualifications include strong interpersonal skills, leadership experience and potential, and ability to be an academic and personal role model (2.5 GPA at time of application and employment and no current disciplinary action).

Specific responsibilities include:

- A. Relationships with Students** – promoting individual growth while developing a sense of community on a residence hall floor
- B. Student Conduct** – facilitating mature behavior in order to foster an atmosphere conducive to study; the consistent enforcement of University and department policies throughout the hall
- C. Programming** – planning, developing, implementing and evaluating educational, developmental and social programs both for individual floors and the entire hall; assisting in the advising and support of the hall government
- D. Administration** – performing regular administrative tasks such as writing reports and attending meetings
- E. Communication** – representing the University and department to students, parents, faculty, staff and the general public

We would appreciate a candid rating and statement concerning the applicant's qualifications for this position.

## Candidate Rating

Please rate this candidate on the indicators listed below based on your interaction with him/her.

Personal Traits	Poor	Fair	Good	Excellent	NA
Personality (poise, openness, pleasantness)					
Maturity (sound decision making, open-mindedness)					
Emotional stability (disposition, personal adjustment)					
Integrity					
Acceptance of cultural and lifestyle differences					

Please provide an explanation for ratings of poor or excellent:

Social Skills	Poor	Fair	Good	Excellent	NA
Cooperativeness (positive attitude, supportive, team motivated)					
Communication (written and oral self-expression, listening skills)					
Responsibility (dependable, accurate, conscientious)					
Assertiveness (ability to deal with conflict, tact)					

Please provide an explanation for ratings of poor or excellent:

**Administrative Ability**

**Poor      Fair      Good      Excellent      NA**

Timeliness

Planning and organization

Follow-through (attention to completing details)

Please provide an explanation for ratings of poor or excellent:

Which specific responsibility area (relationships with students, student conduct, programming, administration, communication) do you think the candidate would excel at the most? Which do you think would challenge the candidate the most? Also, please include any other information you feel would be helpful to the Selection Committee. Feel free to attach a separate piece of paper, if necessary.

**EVALUATOR'S INFORMATION    (please print)**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship to the candidate \_\_\_\_\_

How long have you known the candidate \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

***This form must be submitted by Noon on Thursday, January 15, 2009 for consideration.***

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ATTN: RA Selection Committee